STARS USER MANUAL

HOW TO LOOK UP ERROR MESSAGES

INTRODUCTION

When a data entry error occurs, error messages are displayed at the bottom of the STARS screen. They generally indicate that you need either to add missing data elements or you need to correct some data elements. The error messages include an alphanumeric code and a very short description. You can look up the alphanumeric codes in STARS to find an explanation of what they mean.

INSTRUCTIONS

To look up an error message code:

1. Make a note of the alphanumeric portion of the error message on the STARS screen, e.g., E64.

    NOTE: If you notice an error message related to the PCA or Index, look up these and correct them first. STARS looks up other data from the PCA or Index and automatically fills in other data elements and thus may automatically correct other data entry errors.

```
VERSION 3.1          STARS--GENERAL PURPOSE TRANSACTION ENTRY          S501
BATCH: AGY 230 DATE 08171999 TYPE 5 NO 505 MODE MASTER EDIT ONLY   SEQ-NO 00001

CUR-DOC/SFX: EXP00001 01 TRANS-CODE: 230          RVS:      DISB-METH:
REF-DOC/SFX:                    MOD:              BFY: 00    GAAP IND:
INDEX     :                            SEC AGENCY:
PCA       :                                SUBSID:          PCN:
EXP-SUB-OBJ/DET: 5410    OFFICE SUPPLIES
REV-SUBOBJ/DET:
AMOUNT  : 0000000300.00        WARR-NO:              BU:          GLA:
DOC TOTAL: 0000000000.00        PROP#:          CMP#:          CI:
INV-NO : 23456          INV-DESC :
VEND-NO: 820183581 00      NAME  : BANGS OFFICE PRODUCTS INC
                          NAME 2:
                          ADDR  : PO BOX 1447
                          CITY  : POCATELLO      STATE: ID ZIP: 83204
GRANT/PH:              PROJ/PH:          FUND/DET:          F/O:
   MPC:              LOC:                FAC:          TSK:
DOC-DATE:        EFF-DATE: 081799 DUE-DATE:          INTERRUPT:
E47  INDEX BLANK          E51  BUDGET UNIT BLANK    E57  FUND BLANK
E64  PCA REQUIRED
ENTER=RETURN FRESH SCREEN, PF1=RETURN FILLED SCREEN, PF5=REVIEW BEFORE POST
```

2. Press HOME, then press SHIFT+TAB to move your cursor to the INTERRUPT field.

3. Type 90 and press ENTER.

4. On the NEWS/HELP TABLE (S090) screen, type R in the FUNCTION field.

5. Type the error code in the KEYWORD field, and press ENTER. The explanation will be displayed.

```
VERSION 3.1              STARS--NEWS/HELP TABLE                      S090

 FUNCTION: R   (A=ADD, C=CHANGE, D=DELETE, N=NEXT, P=PRIOR, R=RECALL)
 KEYWORD: E64            PAGE: 001


CODE: E64      PCA REQUIRED

DATA ELEMENT:  PCA-NO

EXPLANATION:   THE TRANSACTION CODE INDICATES THE PCA NUMBER MUST BE
               ENTERED OR BE CAPABLE OF BEING LOOKED UP IN THE INDEX
               CODE (IC) OR ORGANIZATION CONTROL (OC) TABLES.

                                            INTERRUPT:   ACTIVE
```

6. Press F4 to close the active INTERRUPT screen and return to the previous screen.

7. Add or correct the data elements indicated from the error message and press F5 to see if the error messages are resolved.

POSSIBLE DUP PAYMENT MESSAGE

During the reviewing of a transaction, another important warning message may appear at the bottom of your screen - **WX7 POSSIBLE DUP PAYMENT**. This is not an error message, but a message that means the Vendor Number and the Invoice Number already exists in the vendor payment file because of a prior payment entry.